



## **GREATER NEW BEDFORD WORKFORCE BOARD**

Thank you for registering for the HWH grant Healthcare Leadership Development/Supervisor Training program through Bristol Community College.

**Since this is a State funded training program, the final step to process your registration is for the attendee to complete and return the CommCorp required application included in this packet. This includes:**

- **Participant Confidentiality Statement and Release Form**
- **Health Care Hubs Participant Registration Form**

Please scan and return the form pages to [jacqueline@mhgnb.com](mailto:jacqueline@mhgnb.com). If you have any questions or need assistance returning the application, please feel free to call Jacqueline Sylvia at 508.979.1504 x116.

Upon receipt of your application, we will confirm your seat. **Please note** that space is limited and your seat is not guaranteed until you receive this final confirmation.



# SOUTHEAST REGION 6 WORKFORCE BOARDS

**BRISTOL**  
COMMUNITY COLLEGE



## **FREE** Healthcare **ONLINE** **Leadership Development/Supervisor** Training from the HWH Grant for area Healthcare Employers' staff.

This customized Healthcare Leadership Development/Supervisor Training offered through Bristol Community College is for your potential organization leaders. The group will participate in 8 sessions with each session lasting 3 hours for a total of a 24-hour course. The teaching approach is very practical and 'hands-on' with case studies and 'homework' to do between training sessions so that the learning is action based and retained by the participant.

Topics will include:

1. Becoming a More Effective Leader
2. Holiday Critical Conversations
3. Managing Inclusion
4. Managing Multi-Generational Employees
5. Effective Performance Management & Developing Employee Skills
6. Building a Successful Team One Step at a Time
7. Building Advanced Coaching Skills
8. Managing Workplace Change Successfully in Healthcare

**Starts March 28, 2022**

- 8 online sessions
- Schedule TBD

Register to day to hold your seat in our next and last cycle of this great program!

**Space is limited! Register online today at:**

<https://masshiregreaternewbedford.com/leadership/>



This is a State-funded program. Attendees must submit a completed CommCorp application provided upon submission of initial online registration.

This project is funded by a Senator Kenneth J. Donnelly Workforce Success Grant (Workforce Competitiveness Trust Fund FY'20 Appropriation) through the Massachusetts Executive Office of Labor and Workforce Development and is administered by the Commonwealth Corporation.

MassHire Programs & Services are funded in part by US Department of Labor (USDOL) Employment and Training Administration grants as well as non-federal funded grants. (Additional details furnished upon request.)

## Participant Confidentiality Statement and Release Form

By being able to show that people who attended training funded through the Workforce Competitiveness Trust Fund (the Fund) are working and earning more, Commonwealth Corporation and other interested groups, like employers, can make a good case to the state to ask for more money to fund future training programs.

We hope that you will be able to share your social security number with Commonwealth Corporation. *If so, please sign below:*

I, \_\_\_\_\_,  
***(Print your name)***

understand that the training program I am about to enter is paid for by the state of Massachusetts through the Workforce Competitiveness Trust Fund. Commonwealth Corporation, which oversees the Fund for the state, needs information about the training program and people attending training classes to be able to report to the state on how well the whole program is working and whether it is meeting its goals.

I understand that all information that I give to project staff about myself will be kept confidential. I also understand that project staff may ask my employer for information about my job and/or my pay and that this information will be kept confidential. Any other information about me, such as information from interviews, tests, reports from career counselors or other sources, will also be kept confidential and will only be used by HealthCare HUBs staff to report on the whole program. Any information that can be connected to my name cannot be given out to anyone else without my permission.

I understand that, as part of the training program funded by the Workforce Competitiveness Trust Fund, Commonwealth Corporation will be collecting confidential information about me and my participation in the program. I have read and understood the above statement and give Commonwealth Corporation permission to collect and use my information and give permission for my employer to release job and/or wage information according to the statement above.

I understand that by giving my social security number on this form, I give Commonwealth Corporation permission to use this number to get information on the results of the Workforce Competitiveness Trust Fund. I understand that this information will only be used to obtain state employment information to evaluate the Workforce Competitiveness Trust Fund projects and that my identity (name, address, etc.) will not be connected to the information obtained by the state.

\_\_\_\_\_  
***(Sign your name)***

\_\_\_\_\_  
***(Date)***

<b>Health Care HUBs PARTICIPANT REGISTRATION FORM - REQUIRED</b> CONFIDENTIAL DATA: FOR OFFICIAL USE ONLY		
1. FIRST NAME	MIDDLE NAME	LAST NAME
2. DATE OF BIRTH  _____ / _____ / _____ Month          Day          Year	3. SOCIAL SECURITY NUMBER  _____ - ____ - ____	
4. EMAIL ADDRESS	5. PHONE NUMBER  ( _____ ) _____ - _____	
6. STREET ADDRESS		
7. CITY/TOWN	8. STATE  MASSACHUSETTS	9. ZIP CODE
10. WHAT IS YOUR CURRENT EMPLOYMENT STATUS?  _____ EMPLOYED          _____ UNEMPLOYED	11. IF UNEMPLOYED, HOW MANY WEEKS HAVE YOU BEEN UNEMPLOYED DURING THE LAST YEAR?          _____	
<i>IF YOU ARE CURRENTLY EMPLOYED, PROVIDE INFORMATION ON CURRENT JOB. IF YOU ARE UNEMPLOYED, PLEASE SKIP TO QUESTION #18</i>		
12. NAME OF EMPLOYER	13. EMPLOYER'S CITY/TOWN	
14. DESCRIBE YOUR EMPLOYER'S TYPE OF INDUSTRY OR WHAT YOUR COMPANY DOES.		
15. JOB TITLE / DESCRIPTION	16. HOURLY WAGE (\$/HOUR)  \$ _____ . _____	17. AVERAGE HOURS PER WEEK  _____ . _____
<i>FOR THE FOLLOWING QUESTIONS: IF YOU CHOOSE NOT TO DISCLOSE, PLEASE LEAVE BLANK</i>		
18. I IDENTIFY MY GENDER AS  _____ MALE          _____ FEMALE          _____ OTHER	19. I IDENTIFY MY ETHNICITY AS  _____ HISPANIC OR LATINO (OF ANY RACE)          _____ NOT HISPANIC OR LATINO	
20. I IDENTIFY MY RACE AS (CHECK ALL THAT APPLY)  _____ AMERICAN INDIAN / ALASKA NATIVE          _____ NATIVE HAWAIIAN / PACIFIC ISLANDER _____ ASIAN          _____ WHITE _____ BLACK / AFRICAN AMERICAN          _____ SOME OTHER RACE		21. DO YOU HAVE A DISABILITY?  _____ YES          _____ NO

22. CITIZENSHIP <input type="checkbox"/> US CITIZEN <input type="checkbox"/> ELIGIBLE NON-US CITIZEN	23. WERE YOU BORN IN THE UNITED STATES? <input type="checkbox"/> YES <input type="checkbox"/> NO	24. VETERAN STATUS <input type="checkbox"/> GULF WAR ERA VETERAN <input type="checkbox"/> OTHER VETERAN <input type="checkbox"/> NONE
25. PRIMARY LANGUAGE SPOKEN AT HOME? <input type="checkbox"/> ENGLISH (Skip to #27) <input type="checkbox"/> OTHER (Complete #26)	26. IF NOT ENGLISH, WHAT IS YOUR PRIMARY LANGUAGE?	27. UNEMPLOYMENT INSURANCE STATUS <input type="checkbox"/> U.I. CLAIMANT <input type="checkbox"/> U.I. EXHAUSTEE <input type="checkbox"/> NEITHER
28. ARE YOU RECEIVING ANY OF THE FOLLOWING PUBLIC ASSISTANCE OR BENEFITS? (CHECK ALL THAT APPLY) <input type="checkbox"/> SSI (SUPPLEMENTAL SECURITY INCOME) <input type="checkbox"/> SSDI (SOCIAL SECURITY DISABILITY INSURANCE) <input type="checkbox"/> VETERAN'S BENEFITS <input type="checkbox"/> TAFDC (TRANSITIONAL AID TO FAMILIES) <input type="checkbox"/> EAEDC (EMERGENCY AID) <input type="checkbox"/> WIC (WOMEN, INFANTS AND CHILDREN) <input type="checkbox"/> SNAP (SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM) <input type="checkbox"/> MASSHEALTH <input type="checkbox"/> REFUGEE CASH ASSISTANCE		
29. DO YOU RECEIVE A HOUSING SUBSIDY? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, WHAT TYPE OF HOUSING SUBSIDY DO YOU RECEIVE? (CHECK ALL THAT APPLY) <input type="checkbox"/> MASSACHUSETTS RENTAL VOUCHER PROGRAM (MRVP) <input type="checkbox"/> FEDERAL SECTION 8 VOUCHER PROGRAM <input type="checkbox"/> SUBSIDIZED UNIT FROM STATE PUBLIC HOUSING PROGRAM <input type="checkbox"/> SUBSIDIZED UNIT FROM FEDERAL PUBLIC HOUSING PROGRAM <input type="checkbox"/> NOT SURE OF SOURCE		
30. DO YOU RECEIVE A CHILD CARE SUBSIDY? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, WHAT TYPE OF CHILD CARE SUBSIDY DO YOU RECEIVE? (CHECK ALL THAT APPLY) <input type="checkbox"/> THE DEPARTMENT OF EARLY EDUCATION AND CARE (EEC) <input type="checkbox"/> THE DEPARTMENT OF CHILDREN AND FAMILIES (DCF) <input type="checkbox"/> THE DEPARTMENT OF TRANSITIONAL ASSISTANCE (DTA) <input type="checkbox"/> HEAD START <input type="checkbox"/> NOT SURE OF SOURCE		
31. FAMILY SIZE – Include yourself (not less than 1)	32. YEARLY FAMILY INCOME <input type="checkbox"/> \$0 to \$25,520 <input type="checkbox"/> \$43,441 to \$52,400 <input type="checkbox"/> \$70,321 to \$79,280 <input type="checkbox"/> \$25,521 to \$34,480 <input type="checkbox"/> \$52,401 to \$61,360 <input type="checkbox"/> \$79,281 to \$88,240 <input type="checkbox"/> \$34,481 to \$43,440 <input type="checkbox"/> \$61,361 to \$70,320 <input type="checkbox"/> More than \$88,240	
33. SELECT HIGHEST LEVEL OF SCHOOLING THAT YOU HAVE COMPLETED <input type="checkbox"/> LESS THAN HIGH SCHOOL DIPLOMA <input type="checkbox"/> ASSOCIATE'S DEGREE <input type="checkbox"/> HiSET / GED / HIGH SCHOOL EQUIVALENCY <input type="checkbox"/> MASTER'S DEGREE AND ABOVE <input type="checkbox"/> HIGH SCHOOL DIPLOMA <input type="checkbox"/> BACHELOR'S DEGREE <input type="checkbox"/> SOME COLLEGE, NO DEGREE <input type="checkbox"/> OTHER POSTSECONDARY TRAINING		34. ARE YOU A SINGLE PARENT? <input type="checkbox"/> YES <input type="checkbox"/> NO
<b>I hereby certify and attest that the information stated above is true and accurate. I acknowledge that the information on this application may be used for evaluation purposes by Commonwealth Corporation to aid in the implementation of the WCTF.</b>		
<b>APPLICANT SIGNATURE</b>		<b>DATE</b>

EQUAL OPPORTUNITY EMPLOYER/PROGRAM - AUXILIARY AIDS AND SERVICES ARE AVAILABLE UPON REQUEST TO INDIVIDUALS WITH DISABILITIES

<b>STAFF USE ONLY</b>	
<b>PROGRAM ENROLLMENT DATE:</b> ____ / ____ / ____ <div style="text-align: center; margin-left: 100px;">       Month                  Day                  Year     </div> <b>PROGRAM COMPONENT:</b> _____	<b>PLEASE REMEMBER TO ENTER THIS INFORMATION INTO THE APRICOT DATABASE AND UPLOAD THIS FORM TO THE INDIVIDUAL'S FOLDER.</b>

## WCTF20 HEALTHCARE HUBS PARTICIPANT REGISTRATION FORM INSTRUCTIONS

### **PARTICIPANT BASIC INFORMATION**

**Name:** Enter your first name, middle name (or initial) and last name.

**Date of Birth:** Enter your date of birth in the following month/day/year format: mm/dd/yyyy.

**Social Security Number:** Enter your 9-digit Social Security Number.

**Email Address:** Please provide an email address where project staff may contact you. If you do not have an email address, please leave this blank.

**Phone Number & Address:** Please provide current phone number and address where project staff may reach you.

### **PARTICIPANT EMPLOYMENT INFORMATION**

**What is Your Current Employment Status:** Select “Employed” if you are currently employed and “Unemployed” if you are currently not employed.

**How Many Weeks Unemployed During Last Year:** If your current employment status is unemployed, list the number of weeks in which you were unemployed during the last year. If unsure of the exact number, please estimate as best you can. If you did not work at all in the last year, then enter 52.

**Name of Employer:** If employed, list the name of your current employer. (If unemployed, leave blank.)

**Employer City:** If employed, list the city that your current employer is located. (If unemployed, leave blank.)

**Industry Sector:** If employed, select the type of industry for your employer or describe what your company does. (If unemployed, leave blank.)

**Job Title/Description:** If employed, list your job title at your current employer. (If unemployed, leave blank.)

**Hourly Wage:** If employed, list your hourly wage at your current employer. (If unemployed, leave blank.)

**Average Hours Worked Per Week:** If employed, list the average number of hours you work per week. (If unemployed, leave blank.)

### **PARTICIPANT DEMOGRAPHIC INFORMATION and OTHER CHARACTERISTICS**

*The following questions on demographic characteristics and on family income and public assistance & benefits are collected only for informational purposes to aid in the implementation and evaluation of the WCTF. \*\*\*If you choose not to disclose information on any question, please leave blank.*

**Gender:** Select either male or female or non-binary/non-conforming.

**Ethnicity:** Select your ethnicity based on the following descriptions:

**Hispanic or Latino:** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

**Not Hispanic or Latino:** A person not meeting the above definition.

**Race:** Check all that apply. Select your race based on the following descriptions:

**American Indian or Alaska Native:** A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

**Asian:** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

**Black or African American:** A person having origins in any of the black racial groups of Africa.

**Native Hawaiian or Other Pacific Islander:** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

**White:** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

**Some Other Race:** Select this choice if you are of a race other than those described above.

**Disability:** Please check YES if you have a disability and NO if you do not have a disability. Under the Americans with Disabilities Act, a disability is a physical or mental impairment that substantially limits one or more of the person's major life activities.

**Citizenship:** Select US CITIZEN if you are a U.S. Citizen and ELIGIBLE NON-US CITIZEN if you are not a U.S. Citizen.

**Were you born in the United States:** Please check YES if you were born in the United States and NO if you were not born in the United States.

**Veteran Status:** Veteran is any person who has actively served in the U.S. Armed Forces, including reservists called to regular active duty & full time National Guard duty. Select GULF WAR ERA if you served at any time during the period beginning August 1990 and OTHER VETERAN if you served in an earlier period.

**What is Your Primary Language Spoken at Home:** Select ENGLISH if that is the language you speak at home or select OTHER if your language is not English.

*If primary language is English, skip to the Unemployment Insurance question.*

**Primary Language Other than English:** Please list the primary language you speak at home. Leave blank if your primary language is English.

**Unemployment Assistance:** Please select UI CLAIMANT if currently receiving UI benefits and UI EXHAUSTEE if you have exhausted all UI benefit rights.

**Benefits:** Select any public assistance benefits that you are currently receiving. Please check all that apply.

**Housing subsidy:** means you are only required to pay a portion of your housing costs.

**Child Care subsidy:** means you are only required to pay a portion of your childcare costs or have all costs paid for through a voucher.

**Family Size:** Please indicate the number in your family, including yourself. A family is a group of two or more people who live in the same home and who are related by birth, marriage, or adoption. If you are a single individual, the size of family is “1.”

**Yearly Family Income:** Please check the income level for the combined yearly family income for all of the family members counted in previous question.

**Highest Level of Schooling that you have completed:** Please select your highest level of schooling that you have completed.

**Single Parent:** Check YES if you are an individual who is unmarried or legally separated from a spouse and has a minor child or children for which you have either custody or joint custody. The definition of single parent also includes single pregnant women.

**Applicant Statement:** Applicant statement certifies that (a) the information the applicant has given is accurate, and that (b) the applicant has acknowledged that information collected during the application process may be used for evaluation purposes by the Commonwealth Corporation.

**Applicant Signature & Date:** Applicant must sign and date to verify the accuracy of the information given at time of intake and eligibility determination.

**Staff Use Only:** This section is reserved for program staff and is not to be completed by the applicant.

**Program Enrollment Date:** Provide the start date of the participant's program enrollment.

**Program Training Component:** Provide the name of the training program component as described in the plan for the grant.



1. The Healthcare HUB programs are funded by the state appropriation for the Workforce Competitiveness Trust Fund (WCTF) a State run program.
2. WCTF programs are administered by CommCorp on behalf of the Executive Office of Labor and Workforce Development. Participant tracking is accomplished through CommCorp's Sector Program Database which uses Social Solutions Apricot software.
3. CommCorp has an agreement with DUA to do UI wage record matching for post-program performance.
4. The Apricot system does not use SSN as a tracking ID for participants. SSN is entered and then hidden; no subsequent data entry screen nor any reports/listings use or display the SSN.
5. Information on labor force status and current employer are collected for information purposes only. It is not a formal eligibility item requiring documentation. The information is usually informally verified through the assessment and selection process but just not a formal documentation/employer verification process.

**Q: Why does CommCorp ask for a participant's SSN?**

Because the Healthcare Workforce Hubs grant is funded through the Workforce Competitiveness Trust Fund, it follows different rules and regulations than other programs. As a state-funded program, we have an agreement with the Department of Unemployment Assistance to report on the performance of WCTF-funded programs.

**Q: How does CommCorp safeguard a participant's SSN?**

When a participant signs the Participant Registration Form, the information provided on the form is held confidentially by the training project staff and Commonwealth Corporation. The information included on the Participant Registration Form, including SSN, is manually entered by a project staff member into a participant tracking database called Apricot by Social Solutions. A hardcopy of the completed forms are then scanned and uploaded to Apricot as a PDF file.

Once the SSN is entered, it is then hidden by Apricot, so it is not displayed or seen on any other data entry screen or in any reports/listings generated by Apricot.

**Q: Why is it important to ask participants to share and release permission for CommCorp to use their SSNs?**

We need the participant's SSN to conduct wage record matching that demonstrates whether the WCTF-funded programs had a positive impact on the participant. This process enables us to make the case for the value of WCTF-funded programs and make the strong case for additional training program funding. Without access to SSNs, we are unable to demonstrate the impacts of training programs on its participants and therefore are unable to provide strong evidence for sustained funding for training programs.